

3000: Inclement Weather/Tsunami Warning – Change to regular instructional day (AP)

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ADMINISTRATIVE PROCEDURES

BACKGROUND

The Board recognizes that certain weather events may force the disruption of regular school days. These Administrative Procedures outline the process for the Superintendent to modify a typical school day during those events.

1.0 CLOSURE DUE TO ADVERSE WEATHER OR TSUNAMI WARNING

1.1 Changes to the regular instructional day and transportation of students due to adverse weather or tsunami warning will be of three types

- i) Schools closed for the day or closed early for students only or
- ii) Schools closed for the day or closed early for students and employees
- iii) School busses will not be running or will be running a modified route.

1.2 For Valley schools the Superintendent or designate will as soon as possible, determine closures and modification to transportation operations based on information provided by district staff, road advisories, weather forecasts and advice from RCMP.

For Bamfield the Superintendent or designate will consult with the Head Teacher or Vice Principal and will determine early dismissal or school closure.

For Ucluelet schools the Superintendent or designate will consult with the Principal of Ucluelet Secondary School and the bus transportation contractor to determine early dismissal or school closure.

For Tofino the Superintendent or designate will consult with the Principal of Wickaninnish Community School to determine early dismissal or school closure.

1.3 Schools closed for the day or closed early for students only

- The district will communicate day closures (ie. snow days) to the school community.
- Early closures will be communicated to the school community by the school and district. Schools will follow the school early dismissal/release of student plan.
- Full day closures communicated prior to the start of the school day (ie. snow day) require employees to report to work. Employees will be allowed to report to any school and must inform their supervisor and inform the school administration at the alternate site that they are working from the building.
- Employees are expected to make every reasonable effort to report to their normal work site-as close to the normal starting hours as possible assuming conditions are safe to travel.
- Employees unable to report to work due to weather or road conditions must inform their school principal or site manager at the earliest possible time.
- If an employee is unable to report to work due to weather or road conditions, a discretionary day, vacation day or leave without pay will be granted, as applicable, in accordance with the relevant collective agreement or employment contract.–Only employees who report to work for the day will be paid.

1.4 Schools closed for the day or closed early for students and employees.

- In addition to 1.3 above, employees are expected to continue to work from home. To this end, employees should prepare materials to work from home either in anticipation of a school closure or in the event they are sent home (see Appendix I – Working From Home Guidelines).
- The district will provide online training options for support staff and clerical.
- The Director of Operations will develop a communication plan to inform custodians of closures should the custodial staff be permitted to leave work early.
- The Director of Operations will develop a communication plan for transportation staff should normal transportation operations be disrupted.
- The Director of Operations will develop meaningful work for custodians, maintenance and transportation staff should schools be closed or closed early.

1.5 Communication Plan

- For Valley schools the district will notify closures or early dismissals through the notification feature of the school app/website, social media and inform the radio station as quickly as possible.
- For Tofino, the district will notify closures or early dismissals through the notification feature of the school app/website and social media. As well, the Principal of Wickaninnish Community School will develop a communication plan to inform staff and parents.

- For Ucluelet, the district will notify closures or early dismissals through the notification feature of the school app/website. As well, the Principal of Ucluelet Secondary School and Ucluelet Elementary will develop a communication plan to inform staff and parents.
 - Bamfield will notify parents/guardians directly of any closures or early dismissals.
- 1.6 Should schools remain open, and parents wish to keep their children home due to weather conditions, please advise the school of this decision.

2.0 CLOSURE DUE TO POWER OUTAGE

2.1 Planned/Known Outages

- 2.1.1 When it is known in advance that the power will be off, Principals in consultation with the Superintendent of Schools will determine whether the school is to remain open, be closed for part day, full day or longer periods, and expectations of staff affected by the power outage.
- 2.1.2 Where power returns earlier than anticipated, Principals in consultation with the Superintendent of Schools will determine whether the school is to remain closed and whether or not staff are expected to report to work.

2.2 Sudden Power Outages

- 2.2.1 Principals will have previously identified those areas of their school which are considered hazardous to students and staff in the event of a power outage.
- 2.2.2 In the event of a power outage, students and staff shall immediately be moved from the areas identified under 2.2.1 into another area within the school.
- 2.2.3 The Principal or designate shall notify the Superintendent of Schools of the unexpected power outage and steps taken in response to the power outage.
- 2.2.4 The Superintendent of Schools in consultation with the school principal shall determine whether the school is to remain open and confirm next steps for students and staff.
- 2.2.5 Schools should develop strategies for communication with staff, students and parents when there are power outages that will require an early dismissal of students or the school will not open for the day.
- 2.2.6 Schools should maintain an emergency telephone that operates during power outages.

3.0 EARLY DISMISSAL – TRANSPORTATION ARRANGEMENTS

- 3.1 Under no circumstances are elementary students to be sent home unless there is assurance of appropriate home supervision.
- 3.2 Bus students shall not be dismissed early until school buses have been arranged.
- 3.3 Early dismissal of students who require specific transportation services shall not occur unless specific transportation arrangements have been made or the parents have arranged otherwise.
- 3.4 Schools must have early dismissal/student pick-up plans as per the school emergency plan

Working From Home Guidelines

There may be times, such as inclement weather school closures, when district employees will be permitted to work from home (remote work) When employees work from home, employers and employees need to ensure they are each meeting their respective responsibilities to maintain a safe and secure work location.

Working from home may involve employees working full-time, part-time or a percentage of time from a location other than their normal worksite.

Guidelines

- **Generally the remote worker's role, work duties, responsibilities/accountabilities and expectations will be consistent with the expectations of the employee working at a school district site. Exceptions to this may occur depending on organizational requirements.**
- **The remote worker's hours of work should continue to apply and the remote worker must continue to be accessible for work-related purposes during their normal work hours for remote meetings etc.**
- **Employees who are working remotely must provide their supervisor with their address, city, and contact information should it be different from their normal location of residence.**
- **The remote worker must follow the school district policies and procedures regarding safety and working alone while working from home. The remote worker will report any work-related accident or injury that occurs at the remote work location to their supervisor as soon as possible. Employees living alone should make contact with an adult at the end of each workday as a check in to ensure another adult knows the worker is safe.**
- **The employer will not be responsible for any non-work related injuries that may occur at the remote work location.**

- **No in-person work-related meetings will be held in the employee's home.**
- **Remote workers must, at minimum, check in with their supervisor each workday (or another check in procedure as communicated by school administrator or supervisor). This might be by phone, email or conference call format.**

Remote workers should:

- **Have a functioning internet connection. If not, employees should contact their supervisor.**
- **A computer, laptop or device on which they can perform their work if applicable.**
- **Remote workers can take the required supplies, such as paper, stationery, etc. from the office work location. These supplies are to be used exclusively for performing work for the school district.**
- **Remote workers are responsible for securing and protecting the property, documents, and information belonging to the school district.**
- **Remote workers must, as much as possible, ensure that dependent care arrangements are in place and/or that personal responsibilities are managed in a way that allows them to successfully meet their job responsibilities. That may require a shifting of normal working hours in the day depending on how much support is available during the regular workday. Please make these arrangements with your school administrator or district supervisor.**
- **Employees working from home should ensure their home work areas are ergonomically safe, well lit and free of other common hazards.**
- **While employees are working from home, the school district and employees each continue to have the same obligations to protect and maintain the security of personal and confidential information as they would if the employees were in the workplace.**